




ATTACHMENT J.4.27

FERMCO HUMAN RESOURCES POLICY 145 - EMPLOYEE DISCIPLINE

EMPLOYEE DISCIPLINE

HR-0145

Effective Date: 08-15-97

Originator (Subject Expert):	<u></u>	<u>8/1/97</u>
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FERNALD ENVIRONMENTAL MANAGEMENT PROJECT

Fluor Daniel Fernald
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Title: EMPLOYEE DISCIPLINE <i>Compliance with this procedure is mandatory while performing the activities within its scope. Only a controlled copy may be used in the performance of work.</i>	DOCUMENT NO: HR-0145	
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ISSUE AND REVISION SUMMARY

Revision	Date	Description of Issue or Revision
0	04-22-94	New policy being issued regarding Permanent Relocation.
1	08-15-97	Major revision to reflect a positive employee discipline; initiated by C.L. Turner per WR-0363.

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1.0 **PURPOSE**

This document describes the Fluor Daniel Fernald (FDF) policy and procedure steps for positive employee discipline. It is not the intent of this procedure to create any private rights of action or to create any rights in third parties.

2.0 **SCOPE**

This procedure applies to all Fluor Daniel Fernald (FDF) employees.

3.0 **REFERENCES**

None

4.0 **RESPONSIBILITIES**

- 4.1 Human Resources (HR) advises Supervisory Personnel regarding the employee discipline program for Salaried FDF employees.
- 4.2 Industrial Relations (IR) advises Supervisory Personnel regarding the employee discipline program for Represented FDF employees.
- 4.3 Supervisory Personnel deal directly with employees regarding positive discipline. Respond to disciplinary situations with actions upon the advice of HR, IR, and Legal.

5.0 **GENERAL**

- 5.1 The FDF Rules of Conduct are stated in Attachment A. The disciplinary process associated with these contingencies stresses constructive, positive discipline, which is intended to improve situations by providing employees and supervisory personnel with the means to correct deficient performance or conduct. The focus is to communicate an expectation of change and improvement rather than an expectation of future problems and eventual termination.
- 5.2 Supervisory personnel should initially coach and counsel employees on the performance expected of them and proper conduct in the workplace. Supervisory personnel should deal with evidence of misconduct on a case-by-case basis. In general, failure to follow Category A rules may result in immediate termination or decision-making leave; failure to follow Category B rules may result in decision-making leave or written reminder; for failure to follow Category C rules, a constructive, three-step positive approach consisting of a oral reminder, a written reminder, and decision-making leave should be employed. Other action, such as termination, may occur after these steps have been exhausted.
- 5.3 Decision-making leave with pay shall be no more than the number of hours in an employee's normal work day and usually amounts to the remainder of an employee's work shift.

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- 5.4 Suspension for an investigation may be necessary to learn more about an allegation, disciplinary incident or other situation. This applies when an employee is suspected of an infraction serious enough to warrant discharge. Suspension may be paid or unpaid, depending on the results of the investigation. In this situation, every effort will be made to complete the investigation within five working days.
- 5.5 An employee may appeal a discipline-related action. Salaried employees may do this by notifying his or her supervisor and/or the HR Manager and/or the Employee Advocate; represented employees shall use the grievance process in the bargaining agreement.
- 5.6 Exceptions to this procedure shall be approved by the President of FDF with advice from legal counsel, as recommended by the either the HR or IR Department Manager.

6.0 PREREQUISITES

None

7.0 PROCEDURE

7.1 DETERMINING THE PROPER COURSE OF ACTION

Supervisory Personnel

1. Upon observing or learning of a performance concern which involves misconduct or an employee's failure to follow a rule, policy, or procedure, evaluate the specific circumstances and conditions of the performance concern or infraction to determine if there are any mitigating circumstances or considerations.

If the employee has this employment status:	Then use the appropriate decision table following:
New Employee in Probation	Deciding Disciplinary Course of Action for Employee DURING Probation
Employee Past Probation	Deciding Disciplinary Course of Action for Employee PAST Probation

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2. Use the appropriate decision table following to help determine the disciplinary course of action:

Deciding Disciplinary Course of Action for Employee PAST Probation

If the INFRACTION is a VIOLATION of: (Rules of Conduct, Attachment A)	And the INFRACTION is:	And Within the last 6-Month Period, employee with this experience:	And there are:	Then the PROBABLE course of action is:
Category A Rule EXTREMELY SERIOUS Offense	An offense so serious that continued employment cannot be tolerated.			Discharge
		Category A Rule Infraction		
		Category B Rule Infraction		
		Category C Rule Infraction		
		NO PREVIOUS Infraction	No Mitigating Factors	Decision-Making Leave
			Mitigating Factors	Written Reminder
Category B Rule SERIOUS Offense	An offense so serious that continued employment cannot be tolerated.			Discharge
	A second positive test for substance abuse.			
		Category A Rule Infraction OR Decision-Making Leave		
		Category B Rule Infraction OR Written Reminder		
		Category C Rule Infraction OR Oral Reminder		Decision-Making Leave
	A first positive test for substance abuse.			Follow HR-144, Substance Abuse Program, SAP.
		NO PREVIOUS Infraction	No Mitigating Factors	Written Reminder
Category C Rule (Offense NOT TO BE TOLERATED)			Mitigating Factors	Oral Reminder
		Category A Rule Infraction OR Decision-Making Leave		Discharge
		Category B Rule Infraction OR Written Reminder		Decision-Making Leave
		Category C Rule Infraction OR Oral Reminder		Written Reminder
		NO PREVIOUS Infraction	No Mitigating Factors	Oral Reminder
			Mitigating Factors	Coaching/Counseling

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Deciding Disciplinary Course of Action for Employee DURING Probation

If the INFRACTION is a VIOLATION of: (Rules of Conduct, Attachment A)	And the INFRACTION is:	And Within the INITIAL Probation Period, employee with this experience:	And there are:	Then the PROBABLE course of action is:
Category A Rule (EXTREMELY SERIOUS Offense)				Discharge
Category B Rule (SERIOUS Offense)	A second positive test for substance abuse.			Discharge
	A first positive test for substance abuse.			Follow Procedure HR-144, Substance Abuse Program (SAP)
				Discharge
Category C Rule (Offense NOT TO BE TOLERATED)		Category C Rule Infraction		Discharge
		NO PREVIOUS Infraction	No Mitigating Factors	Decision-Making Leave
			Mitigating Factors	Written Reminder

2. Proceed to the appropriate portion of Section 7.0 (i.e., 7.2, 7.3, 7.4, 7.5, or 7.6).

7.2 ADMINISTERING AN ORAL REMINDER

The purpose of this step is to correct a discipline problem by bringing it to the employee's attention in a friendly but serious manner. This approach is appropriate after counseling/coaching has failed.

Supervisory Personnel

1. Consult with your supervisor on the situation and your intended course of action.
2. Consult as appropriate with either the HR representative or the IR representative on advice from your supervisor.
3. At a private meeting with the employee, inform the employee of the performance concern or the rule, policy, or procedure not followed.

NOTE: Represented employees may request the presence of a union steward at the meeting.

4. Discuss ways to correct the situation with a specific statement of the expected correct performance with the employee.

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5. Discuss a definite time frame for improvement and correction with the employee.

NOTE: The employee should be given a reasonable amount of time to improve (usually immediate) and to maintain the correct performance without further problems (6 months).

6. Advise the employee that a written copy of notes on this conversation will be kept in the supervisor's files.
7. Ask the employee to state his or her understanding, in summary, of the current situation and the expected future performance.
8. Note any explanation given by the employee.
9. Discuss your confidence in the employee's ability to perform properly in the future.
10. Document the discussion on an FS-F-3666-1, Record of Disciplinary Oral Reminder (Attachment B).
11. File the FS-F-3666-1 in the employee's file maintained by the employee's supervisor.
12. Send a copy of FS-F-3666-1 to the HR representative or IR representative, as appropriate.
13. Before the time frame for improvement and correction has passed, review the performance concern or rule, policy, or procedure not followed.

If corrective action has:	Then:
Been completed as agreed	Close the matter.
NOT been completed as agreed <u>OR</u> Other performance involving misconduct or discipline problems has occurred	Consider administering a Written Reminder <u>or</u> Decision-Making Leave.

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7.3 ADMINISTERING A WRITTEN REMINDER

This step involves a formal conversation between a supervisor and an employee about a discipline problem. This step is appropriate for a more serious infraction or repeated infractions. The supervisor writes a memo to the employee summarizing the conversation and the need to improve and correct the situation. The written reminder should be given to the employee following the conversation. A copy of the written reminder is made a part of the employee's permanent personnel file.

Supervisory personnel

1. Consult with your supervisor and either the HR representative (for salaried employee) or the IR representative (for represented employee) on the situation and your intended action.
2. Consult with a Legal representative at the direction of your manager and HR representative or IR representative.
3. At a private meeting with the employee, inform the employee of the repeat discipline problem, the situation that has not been corrected, or the rule, policy, or procedure not followed.

NOTE: Represented employees may request the presence of a union steward at the meeting.

4. Discuss ways to correct the situation with a specific statement of the expected correct performance with the employee.
5. Discuss a time frame for improvement and correction with the employee.

NOTE: The employee should be given a reasonable amount of time to improve (usually immediate) and to maintain the correct performance without further problems (6 months).

6. Ask the employee to state his or her understanding, in summary, of the current situation and the expected future performance.
7. Prepare an FS-F-3666-2, Record of Disciplinary Written Reminder (Attachment C), and provide a copy to the employee.

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8. Do one of the following:

If the employee is:	Then:
Willing to sign the completed Record of Written Reminder.	Ask the employee to sign and note any additional comments.
NOT willing to sign the completed Record of Written Reminder.	Note that the employee declines in the comments section.

9. Give the employee a copy of the FS-F-3666-2.

10. Send a copy of the FS-F-3666-2 to the HR representative or IR representative for placement in the employee's permanent personnel file.

11. Before the time frame for improvement and correction has passed, review the performance problem or rule, policy, or procedure not followed.

If the corrective action has:	Then:
Been completed as agreed	Close the matter.
NOT been completed as agreed <u>OR</u> Other performance involving misconduct or discipline problems have occurred	Consider administering Decision-Making Leave.

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7.4 ADMINISTERING PAID DECISION-MAKING LEAVE

This step consists of a conversation between the supervisor and the employee about a discipline problem; following the conversation, the employee leaves work for the balance of his or her shift (not to exceed a work shift) to decide whether to continue working for FDF, which means following all the rules in FDF policies and procedures. This period of time is paid by FDF as a good-faith gesture that the employee will improve.

Supervisory Personnel

1. Consult with your supervisor and either the HR representative (for salaried employee) or the IR representative (for represented employee) on the situation and your intended action.
2. Consult with a Legal representative at the direction of your manager and HR representative (for salaried employee) or IR representative (for represented employee).
3. Complete an FS-F-3666-3, Record of Disciplinary Decision-Making Leave (Attachment D), for decision-making leave with pay.

Supervisory Personnel with HR/IR Representative

4. At a private meeting with the employee, inform the employee of the repeat performance problem involving misconduct, the situation that has not been corrected, or the rule, policy, or procedure not followed.

NOTE: Represented employees may request the presence of a union steward at the meeting.

5. Inform employee that he or she is being given a Decision-Making Leave with pay to consider continuing his or her association with FDF.
6. Discuss that it is necessary for the employee to follow all the rules in FDF policies and procedures to continue his or her association with FDF and that the time is paid as a good faith gesture by FDF that he or she will make the correct decision and that correct performance will result.
7. Give the employee a copy of the FS-F-3666-3.

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8. At the beginning of the next full shift, review with the employee his or her decision made during Decision-Making Leave.

If the employee chooses to:	Then:
Continue his or her association with FDF	<ol style="list-style-type: none"> 1. Outline the steps necessary for that to happen. 2. Summarize the commitments made by the employee to follow all the rules on an FS-F-3666-3. 3. Ask the employee to sign for his or her understanding of expectations when deciding to return to work after paid Decision-Making leave. 4. Sign and date the comments. 5. Provide a copy of FS-F-3666-3 to the employee and HR representative or IR representative, as appropriate.
End his or her association with FDF by resignation	<ol style="list-style-type: none"> 1. Outline the steps necessary for that to happen. 2. Summarize the Decision-Making Leave as part of the termination process in which the employee voluntarily resigns on an FS-F-3666-3. 3. Sign and date the comments. 4. Provide a copy of FS-F-3666-3 to HR representative or IR representative, as appropriate.
Not return on the next scheduled shift following Decision-Making Leave	<ol style="list-style-type: none"> 1. Summarize the Decision-Making Leave as part of the termination process and terminate the employee. 2. Sign and date the comments. 3. Provide a copy of FS-F-3666-3 to HR representative or IR representative, as appropriate.

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7.5 ADMINISTERING SUSPENSION DURING AN INVESTIGATION

Suspension, pending further investigation, may be used by a supervisor when an employee is suspected of an infraction of the policies or Rules of Conduct that is serious enough to include discharge. A suspension is normally for no more than five work days, which provides sufficient time for FDF to consider and gather all relevant information pertaining to the infraction, including the employee's reply.

Supervisory personnel

1. Consult with your supervisor and either the HR representative (for salaried employee) or the IR representative (for represented employee) on the situation about which the employee is suspect and the action to suspend the employee while investigating the facts.

Supervisory personnel with HR/IR representative

2. At a private meeting with the employee inform the employee of his or her suspected involvement of the rule, policy, or procedure not followed.

NOTE: Represented employees may request the presence of a union steward at the meeting.

3. Inform employee that he or she is being suspended while an investigation of the facts is undertaken.
4. Inform the employee of the estimated time for the investigation, that the employee will be given an opportunity to reply as part of the investigation and that the subsequent course of action, including pay, will be determined by the results of the investigation.
5. Conduct the investigation in accordance with HR and/or IR procedures.

If the case against the employee is:	Then:
Dropped	The employee is entitled to immediate reinstatement, with back pay, for the work hours suspended.
Substantiated	The suspension and disciplinary action as determined by this procedure will apply, up to and including termination.

6. Inform the employee of the decision and the actions to be taken.

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7.6 TERMINATION FOR DISCIPLINARY REASONS

Severance of employment from the company--discharge. This step is taken after all other appropriate steps in the discipline process have been exhausted without the required performance improvement and correction or because an employee commits an offense so serious that continued employment cannot be tolerated, regardless of any other consideration.

8.0 RECORDS

The following documents will be generated as records as a result of this procedure and will be managed according to RM-0022, FEMP Records Management Program Records Management User Manual:

- FS-F-3666-1, Record of Disciplinary Oral Reminder
- FS-F-3666-2, Record of Disciplinary Written Reminder
- FS-F-3666-3, Record of Disciplinary Decision-making Leave

9.0 DRIVERS

9.1 RM-0012, Quality Assurance Program

10.0 DEFINITIONS

- 10.1 Category A Rule - A rule that, when not followed, may result in immediate discharge without oral reminder, written reminder, or decision-making leave.
- 10.2 Category B Rule - A rule that, when not followed, may result in decision-making leave or discharge (depending on the number and severity of prior infractions).
- 10.3 Category C Rule - A rule that, when not followed, may result in an oral reminder, written reminder, decision-making leave, or discharge (depending on the number and severity of prior infractions).
- 10.4 Coaching/Counseling - The informal activity (which should be noted in supervisor's files) between a supervisor and employee to influence an employee's behavior positively by stating expectations for performance and providing feedback. Coaching/Counseling is normally done before a formal step of employee discipline in this procedure is taken.

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- 10.5 Decision-Making Leave - The disciplinary action taken when an extremely serious infraction is committed or when performance involving misconduct or discipline problems have not improved following other disciplinary steps (oral reminder and/or written reminder). This step consists of a conversation between the supervisor and the employee about a discipline problem; following the conversation, the employee leaves work for the balance of his or her shift (not to exceed the number of hours in an employee's normal work day) to decide whether to continue working, which means following all the rules in FDF policies and procedures. This period of time is paid by the company as a good-faith gesture that the employee will give due consideration, improve and correct the situation.
- 10.6 Mitigating Circumstance - Temporary conditions outside employee's direct control that may be given consideration in determining a course of disciplinary action. Mitigating circumstances may be temporary conditions such as poor health, improper job placement, inadequate training or information, inadequate tools or equipment, or compelling personal circumstances.
- 10.7 Oral Reminder - Spoken communications between supervisory personnel and an employee to discuss failure to follow a rule or a performance requirement. The notes from the communication are placed in the employee's file, which is maintained by the supervisor.
- 10.8 Positive Discipline Process - The mechanism in place to focus on solving employee performance problems associated with misconduct and disciplinary problems and encouraging good performance. The sequence usually observed consists of (1) oral reminder, (2) written reminder, and (3) decision-making leave.
- 10.9 Probation - A specified time period of initial employment during which the company may discharge a probationary employee at the company's discretion for just cause.
- 10.10 Suspension - Temporary removal of an employee from the workplace with or without pay for the purpose of investigation of an employee suspected of an infraction serious enough to warrant discharge.
- 10.11 Termination - Severance of employment from the company (discharge). (Termination is not a step in the positive discipline process; it is a step taken after all other appropriate steps in the discipline process have been exhausted or because an employee commits an offense so serious that continued employment cannot be tolerated, regardless of any other consideration).
- 10.12 Written Reminder - A formal record of disciplinary action by supervisory personnel to be placed in the employee's permanent personnel file maintained by the HR Department or the IR Department.

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ATTACHMENT A - FLUOR DANIEL FERNALD RULES OF CONDUCT

Category A. Any of the following actions are considered EXTREMELY SERIOUS misconduct	Category B. Any of the following types of misconduct by an employee is considered a SERIOUS offense.	Category C. Any of the following types of misconduct by an employee is considered an offense which is NOT TO BE TOLERATED .
<ol style="list-style-type: none"> Deliberate damage, sabotage, misuse, or theft to the property of the Company, the U S Government, another employee, a contractor, a vendor, or others. Taking, diverting, receiving or possessing without authorization goods, materials, equipment or other property belonging to the Company, the U S Government, another employee, a contractor, a vendor, or others. Fighting, assault, threatening, intimidating or other disorderly conduct which endangers the safety of persons, or puts equipment or other property at risk of being damaged. Possessing, passing or using weapons, incendiary devices or explosives on Company property or conspiring or attempting to do same. Criminal conduct on Company-owned or controlled property or criminal conduct off Company property which adversely impacts the workplace or the Company's image. Indecent or obscene conduct, harassment of any kind (e.g. sexual, racial, etc.) Willful hampering or interfering with work or production Insubordination, including failure to carry out definite instructions or assignments, including submitting to testing/sampling or reasonable search of person or property. Falsification, omission of relevant data, or misrepresentation of records, reports, statements or other company information required by or concerning the Company or the customer. Submitting altered urine sample (including someone else's) for bioassay or substance abuse testing. Making false accusations of serious misconduct against the Company, another employee, a contractor, a vendor, or the customer Gambling or conducting gambling activities. Using, possessing, or passing intoxicants, narcotics, hallucinogens, depressants, stimulants, or other such drugs on Company property or conspiring or attempting to do the same. (Use of drugs prescribed by a legally licensed physician should be reported to the Medical Department or Company doctor to determine work restrictions, if any, required in the interest of safety) Deliberate sleeping during working hours. Conduct which has a serious detrimental effect on the safety or security of employees, the general public, the work site or proprietary information; including disregard of lockout/tagout regulations and procedures or conduct which causes unnecessary radiation exposure or radioactive contamination. Engaging in illegal or unethical business practices, bribery, or creating, maintaining, and/or failing to disclose a conflict with the business interests of the Company or the U S Government 	<ol style="list-style-type: none"> Negligently damaging, wasting, or abusing materials, products, tools, equipment, or other Company or government property Reporting to work under the influence of or testing positive for intoxicants, narcotics, hallucinogens, depressants, stimulants, or other such drugs. (Use of drugs prescribed by a legally licensed physician should be reported to the Medical Department or Company doctor to determine work restrictions, if any, in the interest of safety). Unauthorized selling, soliciting, or canvassing Intentionally producing or concealing defective work Abusive or threatening language. Playing pranks or "horseplay" (pranks or horseplay causing property damage or injury to others may result in discharge). Willful violation of safety regulations and procedures, including failure to follow dosimetry procedures, the use of food and/or tobacco products in prohibited areas, or failure to wear/use designated safety equipment or apparel. Willful safety violations having very serious consequences may result in discharge. Sleeping during working hours Reporting or badging in or out for another employee. Failure to maintain adequate housekeeping. 	<ol style="list-style-type: none"> Excessive absence or tardiness, unreported absence, absence or tardiness without justifiable cause. (NOTE: Unreported absence of 3 consecutive working days will be considered a quit without notice. Request for or submission of benefit forms does not constitute reporting off). Leaving job or work area before end of shift or beginning of assigned meal period without permission or justifiable cause. Absence from work area without permission or satisfactory reason. Excessive or deliberate failure to provide dosimetry/bioassay information as required; not exchanging TLD; not submitting urine sample as required; not reporting radiopharmaceutical administration to supervisor/Medical; missing In Vivo (whole body) count appointment without satisfactory reason. Loafing or loitering Failure to report promptly a personal work injury. Posting unauthorized notices, defacing walls, or tampering with bulletin boards. Improper operation or parking of personal vehicles on site property.

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ATTACHMENT B - RECORD OF DISCIPLINARY ORAL REMINDER

RECORD OF DISCIPLINARY ORAL REMINDER

PLEASE PRINT OR TYPE ALL INFORMATION

1 EMPLOYEE'S NAME	2 SOCIAL SECURITY NUMBER	3 BADGE NUMBER	4 DATE OF ORAL REMINDER
5 DIVISION/DEPARTMENT OF SUBJECT	6. EMPLOYEE POSITION/CLASSIFICATION/TITLE		

MANAGER'S/SUPERVISOR'S CHECKLIST	
✓	Please check to ensure the following are achieved.
	Consult your manager on the situation and intended course of action.
	Consult an HR or IR representative as appropriate.
	Check that action is consistent with established discipline policy and practices.
	Conduct Oral Reminder in private. NOTE: Represented employees may request the presence of a union steward at the meeting.
	Explain the FDF Employee Discipline Policy and Procedure to employee.
	Inform employee of the performance concern involving misconduct or rule, policy, or procedure not followed.
	Explain to employee the reason why an oral reminder was warranted by the situation.
	Discuss with employee ways to correct/improve the situation with a specific statement of expected performance was discussed.
	Establish with employee a time frame for improvement (usually immediate) and a time frame to maintain the performance improvement without further problems (6 months).
	Advise employee that a copy of notes on the conversation will go into their file.
	Ask employee to state his or her understanding of the current situation and the expected future correct performance.
	Express your confidence in employee's ability to perform properly in the future.

7 REASON FOR ORAL REMINDER (Specify the performance concern involving misconduct or rule, policy, or procedure not followed.) (Use attachment if needed.)		
8 SPECIFIC DETAILS OF ORAL REMINDER CONVERSATION AND COMMENTS. (Use attachment if needed.)		
9 MANAGER/SUPERVISOR NAME	10 MANAGER/SUPERVISOR POSITION	
11 MANAGER/SUPERVISOR SIGNATURE	BADGE NUMBER	DATE

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ATTACHMENT C - RECORD OF DISCIPLINARY WRITTEN REMINDER

RECORD OF DISCIPLINARY WRITTEN REMINDER

PLEASE PRINT OR TYPE ALL INFORMATION																																	
1. EMPLOYEE'S NAME	2. SOCIAL SECURITY NUMBER	3. BADGE NUMBER	4. DATE OF WRITTEN REMINDER																														
5. DIVISION/DEPARTMENT PROJECT	6. EMPLOYEE POSITION CLASSIFICATION TITLE																																
<div style="text-align: center; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> MANAGER'S/SUPERVISOR'S CHECKLIST </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">✓</td> <td style="text-align: center;">Please check to ensure the following are achieved.</td> </tr> <tr><td></td><td>Consult your manager on the situation and intended course of action</td></tr> <tr><td></td><td>Consult an HR or IR representative as appropriate</td></tr> <tr><td></td><td>Consult a legal representative at the direction of your manager and an HR or IR representative.</td></tr> <tr> <td></td> <td> Previous disciplinary action has taken place in the last 6 month period <input type="checkbox"/> No <input type="checkbox"/> Yes (Check type) <input type="checkbox"/> Oral Reminder _____ (date) <input type="checkbox"/> Written Reminder _____ (date) <input type="checkbox"/> Decision-Making Leave _____ (date) </td> </tr> <tr><td></td><td>Check that action is consistent with established discipline policy and practices</td></tr> <tr> <td></td> <td> Conduct conversation on the Written Reminder privately. NOTE: Represented employees may require the presence of a union steward at the meeting </td> </tr> <tr><td></td><td>Explain the FDF Employee Discipline Policy Procedure to employee.</td></tr> <tr><td></td><td>Inform employee of the performance concern involving misconduct or rule, policy, or procedure not followed</td></tr> <tr><td></td><td>Explain to employee the reason why a Written Reminder is warranted by the situation</td></tr> <tr><td></td><td>Discuss with employee ways to correct/improve the situation. With _____ specific statement of expected performance was discussed</td></tr> <tr> <td></td> <td>Establish with employee a time frame for improvement (usually 90 days) and a time frame to maintain the performance improvement without further problems (6 months)</td> </tr> <tr><td></td><td>Advise employee that a copy of the Written Reminder will go into his or her permanent personnel file</td></tr> <tr><td></td><td>Ask employee to state his or her understanding of the current situation and the expected future correct performance.</td></tr> <tr><td></td><td>Express your confidence in employee's ability to perform properly in the future</td></tr> </table>				✓	Please check to ensure the following are achieved.		Consult your manager on the situation and intended course of action		Consult an HR or IR representative as appropriate		Consult a legal representative at the direction of your manager and an HR or IR representative.		Previous disciplinary action has taken place in the last 6 month period <input type="checkbox"/> No <input type="checkbox"/> Yes (Check type) <input type="checkbox"/> Oral Reminder _____ (date) <input type="checkbox"/> Written Reminder _____ (date) <input type="checkbox"/> Decision-Making Leave _____ (date)		Check that action is consistent with established discipline policy and practices		Conduct conversation on the Written Reminder privately. NOTE: Represented employees may require the presence of a union steward at the meeting		Explain the FDF Employee Discipline Policy Procedure to employee.		Inform employee of the performance concern involving misconduct or rule, policy, or procedure not followed		Explain to employee the reason why a Written Reminder is warranted by the situation		Discuss with employee ways to correct/improve the situation. With _____ specific statement of expected performance was discussed		Establish with employee a time frame for improvement (usually 90 days) and a time frame to maintain the performance improvement without further problems (6 months)		Advise employee that a copy of the Written Reminder will go into his or her permanent personnel file		Ask employee to state his or her understanding of the current situation and the expected future correct performance.		Express your confidence in employee's ability to perform properly in the future
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7. REASON FOR WRITTEN REMINDER (Specify the performance concern or rule, policy, or procedure not followed). (Use attachment if needed)																																	
8. SPECIFIC DETAILS OF WRITTEN REMINDER CONVERSATION AND COMMENTS. (Use attachment if needed).																																	
9. EMPLOYEE'S COMMENTS (Employee may use attachment)																																	
10. MANAGER/SUPERVISOR NAME		11. MANAGER/SUPERVISOR POSITION																															
12. MANAGER/SUPERVISOR SIGNATURE		BADGE NUMBER	DATE																														
13. EMPLOYEE'S SIGNATURE		DATE																															
My signature following does not necessarily signify my agreement with this Record of Written Reminder but attests that I have read and understand the serious nature of this report. I understand that I am expected to follow all the rules, not doing so may result in more serious action including termination of employment. (Supervisor may note in employee comments section when employee declines to sign form)																																	
14. REVIEWED BY			DATE																														

Title: EMPLOYEE DISCIPLINE <i>Compliance with this procedure is mandatory while performing the activities within its scope. Only a controlled copy may be used in the performance of work.</i>	DOCUMENT NO: HR-0145	
	Effective Date: 08/15/97	Revision No. 1
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ATTACHMENT D - RECORD OF DISCIPLINARY DECISION-MAKING LEAVE
(Sheet 1 of 2)

RECORD OF DISCIPLINARY DECISION-MAKING LEAVE

PLEASE PRINT OR TYPE ALL INFORMATION			
1 EMPLOYEE'S NAME	2 SOCIAL SECURITY NUMBER	3 BADGE NUMBER	4 DATE OF WRITTEN REMINDER
5 DIVISION/DEPARTMENT OR PROJECT	6 EMPLOYEE POSITION/CLASSIFICATION/TITLE		

MANAGER'S/SUPERVISOR'S CHECKLIST	
<input checked="" type="checkbox"/>	Please check to ensure the following are achieved.
	Consult your manager on the situation and intended course of action.
	Consult an HR or IR representative as appropriate.
	Consult a Legal representative as appropriate.
	Previous disciplinary action has taken place in the last 6 month period <input type="checkbox"/> No <input type="checkbox"/> Yes (Check type) <input type="checkbox"/> Oral Reminder _____ (date) <input type="checkbox"/> Written Reminder _____ (date) <input type="checkbox"/> Decision-Making Leave _____ (date)
	Check that action is consistent with established discipline policy and practices
	Conduct the conversation on the Decision-Making Leave in private NOTE: Represented employees may request the presence of a union steward at the meeting
	Explain the FDF Employee Discipline Policy and Procedure to employee
	Inform employee of the performance concern involving misconduct of rule, policy, or procedure not followed.
	Explain to employee the reason why a Decision-Making Leave is warranted by the situation
	Explain to employee that it is necessary to follow all the rules in FDF policies and procedures to continue his or her employment with FDF
	Inform the employee that the Decision-Making Leave will be paid (the remainder of the work shift) as a gesture of good faith that he or she will come to the correct decision and that performance will improve
	Plan with the employee to meet at the beginning of the next full shift to review his or her decision. Failure to return for next full shift will result in termination
	Provide employee a copy of the first page of this form

7 MANAGER/SUPERVISOR NAME	8 MANAGER/SUPERVISOR POSITION	
9. MANAGER/SUPERVISOR SIGNATURE	BADGE NUMBER	DATE
10. SPECIFIC DETAILS OF DECISION-MAKING LEAVE CONVERSATION AND COMMENTS (Complete before employee's return on next scheduled shift.)		

Title: EMPLOYEE DISCIPLINE <i>Compliance with this procedure is mandatory while performing the activities within its scope. Only a controlled copy may be used in the performance of work.</i>	DOCUMENT NO: HR-0145	
	Effective Date: 08/15/97	Revision No. 1
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ATTACHMENT D - RECORD OF DISCIPLINARY DECISION-MAKING LEAVE (cont.)
(Sheet 2 of 2)

11. **EMPLOYEE'S DECISION FOLLOWING DECISION-MAKING LEAVE** (Complete at beginning of first scheduled shift following Decision-Making Leave).
Check which ONE decision employee makes and follow associated instructions.

- ☐ Employee fails to return for first scheduled shift following Decision-Making Leave:
1. Summarize the Decision-Making Leave as part of the termination process in following Notes.
 2. Terminate the employee.
- Notes:

- ☐ Employee decides to resign:
1. Process as voluntary resignation.
 2. Summarize the Decision-Making Leave as part of the termination process in following Notes.
- Notes:

- ☐ Employee decides to continue his or her employment with FDF:
Summarize the commitments made by the employee to follow all the rules in following Notes.
- Notes:

EMPLOYEE'S SIGNATURE _____

My signature following does not necessarily signify my agreement with this Record of Decision-Making Leave but attests that I have read and understand the serious nature of this report. I understand that by deciding during paid Decision-Making Leave, I am expected to follow all the rules; not doing so may result in termination of employment. [Supervisor may note in employee comments section when employee declines to sign form].

12. MANAGER/SUPERVISOR NAME:	13. MANAGER/SUPERVISOR POSITION:	
14. MANAGER/SUPERVISOR SIGNATURE:	BADGE NUMBER:	DATE:
15. REVIEWED BY:		DATE: